

MADERA COUNTY

SENIOR ACCOUNTING TECHNICIAN

DEFINITION

Under direction, to perform a variety of highly specialized difficult and complex technical accounting duties involved in the preparation and coordination of the County payroll functions or County budget information; to participate in the preparation, review, and maintenance of financial transactions, records, and reports pertaining to assigned operations and functions; to provide information and assistance regarding inquiries concerning the assigned work area; and to do related work as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level clerical and technical accounting staff.

DISTINGUISHING CHARACTERISTICS

This is the highly specialized/advanced journey level in the Accounting Technician class series. Incumbents have responsibility for an assigned operation or function such as the preparation and coordination of the County payroll and related payroll reports or the coordination of the County budget and related information gathering and maintenance and expenditure control. Job assignments include the preparation, review, audit, and maintenance of financial transactions, records, and reports. Job assignments may vary depending on the department where assigned. Responsibilities usually include serving as a source of information for questions concerning an incumbent's job assignment area.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assumes responsibility for coordinating the work of a functional area which includes multiple sets of financial records; plans, directs, and participates in the performance of complex technical accounting procedures, services, and activities; coordinates assigned functions and activities with other departments, divisions, and County staff in order to consolidate information necessary to ensure accurate record keeping and reporting; ensures tasks are completed accurately and timely; provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules and regulations; answers questions and resolves problems or complaints; researches and answers department questions regarding status of accounts, the proper coding of transactions, and other matters; performs the full range of complex and difficult duties including those involving responsibility for projects and issues which cross module and functional areas; provides monthly accounting statistics; audits and maintains files and records to facilitate proper system functioning and proper accounting treatment; gathers, assembles, posts, compares, tabulates, analyzes, and processes financial and statistical data and information requiring substantial independent judgment; receives financial documents, checking for legality and accuracy; maintains and balances ledger accounts, checking and correcting irregularities; prepares journal entries; prepares, audits, and balances assigned reports; reconciles fiscal records and statements; operates modern office equipment including calculators, adding machines, word processors, and computer hardware and software.

Madera County
Senior Accounting Technician (Continued)

Depending upon area of assignment:

Prepares, coordinates, and distributes the County payroll including requisite background employee data; balances computer payroll reports with department information; calculates special and overtime pay as necessary; updates and ensures the accuracy of benefit information; prepares and issues deduction warrants; calculates and reviews wage garnishments and attachments; prepares requisite deposits for payroll monies; prepares and updates payroll, taxes, and benefit reports and summaries including those payroll related reports required by other government agencies; prepares payroll, tax, and benefit related forms and documents; maintains current information on the Social Security and Public Employees Retirement systems; audits and balances a variety of payroll taxes, insurance, and benefit reports and payments.

Performs accounting, auditing, verification, analysis, and maintenance functions for the County budget and special funds; assists in entering and maintaining a computerized record of the County budget; gathers, maintains, and updates background records for the County budget; maintains information on changes in appropriations and unanticipated revenues; assumes responsibility for accounts payable records; ensures the payment of County bills; approves, classifies, posts, and prepares purchase orders for payment; reviews and distributes County warrants for special districts; prepares special billings for other agencies; distributes 1099's to vendors and Federal and State agencies; reads, categorizes, encumbers, and files County contracts; assists in maintaining trust funds for the County.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Advanced accounting and financial record keeping principles, procedures, and methods and their application to assigned projects and activities.
Pertinent Federal, State, and local laws, codes, and regulations governing the maintenance of account and fiscal records in the area of assignment.
Policies, practices, procedures, and requirements of the area of assignment.
Modern office practices, methods, and computer equipment.
Operations, services, and activities of an accounting program.
Basic principles of budget preparation and control.
Automated financial management systems and computer accounting software programs.
Mathematical principles.

Skill to:

Operate modern office equipment including computer equipment.
Type and enter data at a speed necessary for successful job performance.

Madera County
Senior Accounting Technician (Continued)

Ability to:

Perform a variety of highly specialized financial and statistical record keeping assignments involved in the assigned functions such as County budget or payroll information.

Maintain journals, ledgers, and complex accounting records.

Deal tactfully and courteously with the public and other staff when explaining the functions and policies of work area where assigned.

Effectively coordinates the work of other department and County personnel.

Independently perform the most difficult technical accounting and financial duties for assigned operations.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions;

Research, collect, compile, and analyze information and data.

Handle multiple concurrent projects and manage priorities and tasks.

Apply accounting principles to the maintenance of general governmental financial and accounting transactions and audit of financial records.

Understand the organization and operation of the assigned department and the County necessary to assume assigned responsibilities.

Prepare, examine, and verify financial documents, statements, reports, and analyses.

Perform comparisons of data quickly and accurately.

Accurately tabulate, record, balance, and audit assigned transactions.

Respond to questions from the public and County personnel regarding policies and procedures for the assigned area.

Perform mathematical computations quickly and accurately.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of increasingly responsible technical accounting work experience including experience in working with public agency payroll or budget data.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training or college level course work in accounting or a related field.

Madera County
Senior Accounting Technician (Continued)

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995